

Student author's name: _____ Student editor's name: _____

Draft Workshop: *Essay Two: Summary and Analysis*

MLA Format

- Upper left-hand corner of first page (*only!*), student name, my name, name of the course, date of the draft.
- Header of each page, in the upper righthand corner, include student's last name and the page number.
- Works Cited on the last page, correctly formatted.
- 1-inch margins
- The font Times New Roman
- 12-point type
- Double spaced text
- No extra space between paragraphs

Comments & suggestions

Focus

- The essay is about 1 of the chapters from the PREFACE book
- There is a clear focus to the essay. Can you explain, in one sentence, what the thesis is?
- What suggestions can you make for improving the focus?

Comments & suggestions

Incorporating the text

- Provides quotations, paraphrases, and summaries as appropriate.
- Signal phrases are varied and well written. There are no quotations without a signal phrase.
- Parenthetical citations are correct.

Comments & suggestions

Summary

- Identifies the author and the title of the text being summarized.
- Summarizes, *briefly*, the content of the selected reading, with an emphasis upon what seems most important to the author.
- Only the most relevant and important details are included.
- Quotations and paraphrases are used appropriately.
- The amount of summary is about equal to the amount of analysis.

Comments & suggestions

Analysis

- Quotations and paraphrases are used appropriately.
- Only the most relevant and important details from the chapter are included.
- Presents a clear, focused *interpretation* of those details. (Not just more summary.)
- The amount of analysis is about equal to the amount of summary.

Comments & suggestions

Organization (Chapter 2 of BTD)

Some kind of organizational logic like the following (though not necessarily exactly this):

Beginning

- Opening paragraph captures the reader's attention and provides a sense of what the essay is about.

Unity: Paragraphs

- Each paragraph has a clear, easy-to-identify topic sentence.
- Each paragraph makes a specific point (contained in the topic sentence)
- Each paragraph is logically connected to and develops support for the main idea of the essay

Coherence

- The order in which the paragraphs are arranged is appropriate
- The paragraphs are logically connected to each other
- The reader is carried from one paragraph to the next by transitional words or phrases

Comments & suggestions